Vacations and Leaves

228.1 POLICY

The Thurston County Sheriff’s Office Corrections Bureau will establish a systematic procedure by which members can request vacation, sick, personal holidays, and other approved leave. These will be documented in a manner that allows accounting for and adjustment of this time for a timely and accurate payroll.

228.2 LEAVE REQUESTS

1. A member wishing to take ancillary leave must enter their request into In Time (the Sheriff's Office Time Management System) no more than one hundred and twenty (120) days ahead of the date(s) for which they are requesting leave. Generally, the member will also make a notification to their On Duty Supervisor (ODS), via e-mail.

2. The ODS will ensure all requests are processed in accordance with the applicable Collective Bargaining Agreement and are either approved or denied. Both scenarios will require notation in In Time.

a. The ODS will check In Time daily for pending requests by members assigned to their shifts or under their direct supervision.

228.3 VACATIONS

The accrual and use of vacation time and holidays will comply with the current applicable Collective Bargaining Agreement between Thurston County and Corrections members.

228.4 SICK LEAVE

A member who is unable to report for duty due to illness or injury to themself or a member of their immediate family (as defined in the current applicable Collective Bargaining Agreement) will personally contact an On Duty Supervisor (ODS), and provide the expected duration of the medical-related leave. Washington paid sick leave programs, will be applied in accordance with State law and the current applicable Collective Bargaining Agreement.

1. Standard operating procedure will be that members officially notify the ODS, as soon as possible (a minimum of eight (8) hours prior to the beginning of their scheduled shift) when they are reporting in as sick or injured. Sudden onset of injury or illness or other emergency circumstances may qualify as cause for departure from this requirement. Any employee who fails to report, and does not have a bona fide excuse, may be subject to disciplinary action. The ODS will annotate this leave in In Time as soon as possible.

2. Upon returning to work the member will confirm the entry of their leave is in In Time.

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3. Members who are off duty for more than three (3) consecutive days because of illness or injury will be required to present a "Recommended Work Assignment Restrictions" form signed by their medical provider allowing them to return to work.

4. Supervisors may counsel members who show a pattern of excessive use or abuse of sick leave.

5. Shared leave may be requested, pursuant to the Collective Bargaining Agreement and Thurston County Personnel Rules.

6. If a member has no leave accrual or their request for shared leave is denied, the time they miss will be deducted from their pay as leave without pay.

228.5 FAMILY AND MEDICAL LEAVE ACT (FMLA)

FMLA will be approved and utilized in accordance with Thurston County Personnel Rules and Collective Bargaining Agreements. If a member will be off work three (3) days or more, they will be referred to Human Resources for possible FMLA. It is the member's responsibility to notify their ODS of a potential need for FMLA as soon as possible. The ODS will forward this information to the SA for referral and coordination with Human Resources

228.6 MILITARY LEAVE

Military leave will be given in accordance with Section 8 of the Thurston County Personnel Rules and the applicable Collective Bargaining Agreement.

(a) A request for leave will be made in In Time as soon as the dates of leave are known to the member, to include any leave necessary to attend monthly military drills.

(b) Pursuant to applicable regulations, members may be required to provide appropriate documentation after using military leave, which cover the period of this leave.

228.7 OTHER LEAVE

Bank leave will be taken in accordance with the Sheriff's Office Policies and Procedures, current Collective Bargaining Agreements, and the Thurston County Personnel Rules.

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